

Marin County

Occupational Outlook Report 1999-2000

A Product of and Sponsored by:

Marin County Board of Supervisors
Marin County Private Industry Council
Marin County Department of Health & Human Services
State of California Employment Development Department
California Occupational Information Coordinating Committee

The California Cooperative



Occupational Information System

In Cooperation With:

College of Marin
Marin County Office of Education
Tamalpais Adult High School District
California Department of Rehabilitation
Marin Employment Connection Community Partners

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ABOUT THE:

CCOIS

The 1999-2000 **Marin County Occupational Outlook Report** is produced in conjunction with the California Cooperative Occupational Information System (CCOIS), which has been producing reports for other California counties since 1986. The CCOIS aggregate report contains information on all 58 California counties and on all of California's workforce. No other source of occupational information offers the up-to-date, local labor market focus that is found in this and other CCOIS reports.

The mission of the CCOIS is "to improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized information which results in better labor decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators and others who prepare people for, and help them to obtain work."

For additional information or to order other publications, contact:

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Your opinion counts...your participation in completing the questionnaire enclosed in this publication is appreciated. Your response will help us to insure that our work meets the needs of our customers.

Thank you.

MARIN COUNTY PRIVATE INDUSTRY COUNCIL (PIC)

PIC is composed of representatives of private industry, labor, education, and community service organizations, with the goal of meeting the needs of both employers and job seekers. PIC is the local oversight body for federal and state employment and training funds, including the funding for this survey project.

MARIN EMPLOYMENT CONNECTION

The Marin Employment Connection (MEC), in alliance with the Marin County Private Industry Council (PIC), the County Department of Health and Human Services, the State of California Employment Development Department (EDD) and more than 30 community programs and agencies, provides a broad range of services to businesses and employers, and to job, education and training seekers.

BUSINESS RESOURCES

- Financial incentives
- Informational seminars and workshops
- Labor market information
- Publications and technical assistance
- Recruitment and screening of job applicants
- Small business development
- Tailored training

JOB SEEKING ASSISTANCE

- Adult basic education
- Career guidance and counseling
- Computer-based learning labs
- Job development and placement
- Job search workshops
- On-line job search assistance
- Self-service resource centers
- Vocational training

For more information, call the Marin Employment Connection (415) 499-7845.

MARIN COUNTY

Marin County is a triangular-shaped area, located north of the Golden Gate Bridge, south of Sonoma County, bordered on the west by the Pacific Ocean and 54th in size of California's 58 counties. Its population has grown from several hundred in the mid 19th century to approximately 245,000 today. Many of the early settlers developed Marin's dairy industry, which remains a center of activity in the western areas of the county. The climate is temperate, with warm, dry summers, featuring coastal fog, and the mostly moderate winters feature periods of heavy rain. Subtropical plants and trees abound, with an abundance of large Eucalyptus trees visible throughout the county.

Marin County has a diverse population and broad range of employment and business opportunities. Home-based businesses are prevalent and an increasing number of Marinites are employed in high technology industries. Public transportation is very good and thousands of the county's employees commute into Marin on a daily basis from surrounding counties, to help fill its approximate 105,000 jobs. This job total is projected to increase to 112,000 - 117,600 by 2002.

The employer community includes approximately 10,300 businesses, with 97% of them with less than 50 employees. Some notable large employers include Autodesk, County of Marin, Fair Isaac, Fireman's Fund, and the Lucas Companies. Agriculture remains alive in the county and weekly farmer's markets reflect an ongoing attention to the growing of produce. As of December, 1999, the Marin County labor force is approximately 138,600 with an unemployment rate of 1.4%, the lowest in California. The three largest occupations - retail sales, cashiers and general managers - comprise over 8% of the county's labor market. It is anticipated that, with the increasing emergence and importance of technology, these trends will shift in the near future.

INTRODUCTION

This is the fourth year that a Occupational Outlook Report has been produced for/by the County of Marin. The information presented in this report was collected and analyzed by the staff of the Marin Employment Connection (MEC) and the Marin County Department of Health & Human Services. Questions regarding the information in this report should be directed to the MEC. The research methods and terminology are explained to assist the reader in understanding and maximizing the report's use.

Possible Uses for this Report

CAREER DECISIONS

Career counselors and job seekers can determine occupational choices based on skills, abilities, interests, education and personal needs. The localized information in this report is easy to understand and includes employer evaluations and preferences, wages and benefits, supply and demand assessments and more.

CURRICULUM DESIGN

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

ECONOMIC DEVELOPMENT

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development within Marin County.

HUMAN RESOURCE MANAGEMENT

Small business owners and corporate human resource directors can use this report to determine competitive wages and benefits, improve their recruitment techniques and assess the availability of qualified workers for business relocation or expansion purposes.

PROGRAM MARKETING

This occupational information is reliable, locally developed and can be used by economic developers, employers, training providers and job placement specialists to market their programs and services more effectively.

PROGRAM PLANNING

This report provides planners and administrators with local employment and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve and plan new programs.

THE PROGRAM METHODS

OCCUPATION SELECTION

The first step in the 1999 project was to identify the occupations to be researched. A preliminary list of occupations was developed by potential users of the labor market information while attending community meetings designed for this purpose. These users included program administrators, vocational planners and counselors, employers and others. The partners of the Marin Employment Connection were valuable during this process. Criteria used for selecting occupations were:

- The occupation was to have a substantial employment base in the county;
- There was a substantial number of projected job openings in the county; and
- The potential salary level was \$7.00 an hour or more.

TITLES AND DEFINITIONS OF OCCUPATIONS

The occupation has a job title and a definition which identifies the various activities and functions of the worker. Occupations represent what workers do. The titles and definitions used in this report are based on the Occupational Employment Statistics (OES) dictionary published by the U.S. Department of Labor, Bureau of Labor Statistics (BLS), May 1992. BLS uses the OES definition which describes the tasks involved within the occupation. Examples of OES occupational titles include: Accountants and Auditors, and Construction Managers.

SURVEY SAMPLE SELECTION

After the occupations are selected and defined, an employer sample is developed for each occupation. One consideration in drawing the employer sample was to identify the industry classification.

An industry title represents the economic activity in which a firm is engaged. Industries are classified according to or following the Standard Industrial Classification manual. There are nine major industry groups. Some examples of industry groups are agriculture, construction, manufacturing and retail trade, which contain almost 900 detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the product or service they render.

Labor Market Information Division (LMID) staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. This sample was carefully reviewed by MEC staff. Employers were added and deleted, as appropriate, to obtain a sample of 40 potential employers.

QUESTIONNAIRE DEVELOPMENT

A standard questionnaire reviewed by MEC is used for all occupations. EDD developed the questions to be asked for each occupation.

SURVEY PROCEDURES

The following survey procedures were used:

- Questionnaires, along with a cover letter explaining the goals and objectives of the CCOIS program, were mailed to all employers included in the survey sample. Employers were given approximately a three-week "window" period in which to respond. Those who did not respond were called directly in an effort to obtain the information through telephone interviews.
- All surveys were reviewed to ensure accuracy and completeness. Employers were contacted, if answers were unclear or conflicted with other answers and information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.

TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were produced. From those tabulations the data was analyzed and the final Occupational Summaries were prepared. Each occupational summary provides information on wages/benefits, employment trends, training and experience, and other information, such as gender, promotion, and available training. Specific employer information is confidential.

THE OCCUPATIONAL SUMMARIES

The following descriptions are provided to explain each section of the occupational summaries. Occupations are listed alphabetically by their title. The Occupational Employment Statistics (OES) Code, number of responding firms and alternate titles are provided at the beginning of each summary.

DESCRIPTON

The titles and descriptions are based on the OES Dictionary published by the Bureau of Labor Statistics, May 1992, and published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition. The occupations were selected for survey based on the needs of local users of occupational information. The one or two alternate titles most used by employers are also listed.

WAGES AND BENEFITS

HOURLY WAGES

The standard definition of wage data categories enable comparison of salary ranges across occupations. The ranges are based primarily on employer surveys and contracts with unions. Extreme answers may be excluded. Union wages are reported separately, when union employment represents 20 percent or more of the total workers in the occupation. The only exception is if confidential data might be revealed. The wages reported are based on data collected from June 1999 through December 1999 and reflect the following categories.

New to firm, no experience	The wages of persons trained or untrained, but with no paid experience in the occupation.
New to firm, experienced	The starting wages paid to journey-level or experienced workers newly hired at the firm.
Three years with firm, experienced	The wages generally paid to workers with three years journey-level experience at the firm.

Within this section, the workweek also is addressed.

When reference is made to "all," "almost all," "most," "many," "some," or "few," the following definitions apply:

All Employers	100% of respondents
Almost All Employers	80% up to but not including 100%
Most Employers	60% up to but not including 80%
Many Employers	40% up to but not including 60%
Some Employers	20% up to but not including 40%
Few Employers	Less than 20%

BENEFITS

Employee benefits offered by employers are identified in full time and part time categories.

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST

This information comes from occupational forecast tables prepared by EDD. These tables provide past, present and future employment by occupation and projected job growth rates for occupations in Marin.

SIZE

The term used to describe the employment level of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Marin County is measured using the following scale:

Small	Under 150	Large	301 - 650
Medium	150 - 300	Very Large	More than 650

GROWTH RATING

This report will use some standard terms to describe the expected growth rate for the outlook period. These trends are projected to three years in the future. These terms are:

Much faster than average	= 1.50 times average or more
Faster than average	= 1.10 to but not including 1.50 times average
Average	= 0.90 to but not including 1.10 times average
Slower than average	= less than 0.90 times average
No significant change, or remained stable	
Decline	

JOB OPENINGS

For the occupations studied, the openings reported are the result of occupational growth and separations.

AVERAGE GROWTH

The average growth rate for Marin County is displayed for comparison to the occupational growth rating.

SUPPLY AND DEMAND

The terms used in this section of the summary refer to the relative difficulty employers experience in finding fully experienced and qualified applicants and inexperienced applicants (trained or untrained) who meet their hiring standards. The terms used in describing the local supply and demand situation found in the area at the time of the survey are defined as:

Very Difficult	Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants.
Moderately Difficult	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

OCCUPATIONAL EMPLOYMENT

This section discusses the growth pattern for the last year and the next two years.

TRAINING, EXPERIENCE AND OTHER

MINIMUM EDUCATION REQUIRED;

In this section the report reflects survey responses of employers. They were asked to respond on the minimum level of education required of new hires.

EXPERIENCE AND OTHER REQUIREMENTS

This part of the report shows the responses to questions of whether work experience is required and whether employers are likely to accept training as a substitute for experience.

ESSENTIAL JOB QUALIFICATIONS

The basic skills, knowledge, abilities and certification and licensing information described in this section are from LMID Library resource materials and not from the surveyed employer responses.

RECRUITMENT STRATEGIES

This section lists the major sources which employers reported using in their recruitment efforts.

OTHER INFORMATION

GENDER

The percentage of males and females from the surveyed employers.

PROMOTION

This statement reveals promotional opportunities.

MAJOR EMPLOYING INDUSTRIES

This section lists the industries where the jobs are located.

AVAILABLE TRAINING

Marin based training providers are identified for each occupation, if applicable. A list of training providers' contact information and areas of study is located at the end of the report. This list of training providers only addresses the 17 studied occupations.

MARIN COUNTY PREVIOUSLY SURVEYED OCCUPATIONS (1996-98):

Occupation	OES Code
96-Automotive Mechanics	853020
98-Bakers-Bread And Pastry	650210
97-Billing, Cost And Rate Clerks	553440
98-Bookkeeping, Accounting, And Audit Clerks, Including Bookkeepers	553380
98-Bus And Truck Mechanics And Diesel Engine Specialists	853110
98-Cabinetmakers And Bench Carpenters	893110
97-Carpenters	871020
98-Cashiers	490230
96-Child Care Workers	680380
97-Computer Engineers	221270
98-Computer Network Administrators And Managers	031262999
96-Computer Programmers, Including Aides	251051
97-Computer Support Specialists	251040999
97-Customer Service Representatives	553350998
96-Data Processing Equipment Repairers	857050
96-Dental Assistants	660020
97-Electricians	872020
97-Financial Managers	130020
98-First Line Supervisors/Managers Of Mechanics, Installers, And Repairers	810020
98-First Line Supervisors And Managers/Supervisors-Production And Operating Workers	810080
98-Food Preparation Workers	650380
96-Gardeners, Groundskeepers-Except Farm	790300
98-General Office Clerks	5534470
96-Heating, Air Conditioning And Refrigeration Mechanics And Installers	859020
96-Home Health Care Workers	660110
96-Human Service Workers	273080
97-Industrial Production Managers	150140
98-Industrial Truck And Tractor Operators	979470
96-Instructional Aides	315211
97-Janitors And Cleaners-Except Maids And Housekeeping Cleaners	670050
98-Laborers, Landscaping And Groundskeeping	790410
96-Licensed Vocational Nurses	325050
96-Maintenance Repairers-General Utility	851320
98-Marketing, Advertising, And Public Relations Managers	130110
96-Medical Assistants	660050
97-Medical Records Technicians	329110
97-Nurse Aides	660080
96-Paralegal Personnel	283050
97-Physical Therapists	323080
97-Printing Press Machine Operators And Tenders	925430
98-Receptionists And Information Clerks	553050
96-Registered Nurses	325020
98-Sales Agents And Placers-Insurance	430020
97-Salesperson-Retail (Except Vehicle Sales)	490112
96-Secretaries, General	551080
96-Secretaries, Legal	551020
97-Secretaries, Medical	551050
98-Stock Clerks-Sales Floor	490210
98-Stock Clerks-Stockroom, Warehouse, Storage Yard	580230
96-Systems Analysts-Electronic Data Processing	251020
97-Teachers-Elementary School	313050
97-Traffic, Shipping And Receiving Clerks	580280
97-Truck Drivers-Heavy Or Tractor Trailer	971020
97-Typists, Including Word Processing	553070
98-Writers And Editors	340020

ACCOUNTANTS AND AUDITORS

17 Respondents Representing 131 Employees
OES Code: 211140

Alternate Title: None

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$12.00	\$18.57	\$15.34
Experience	\$12.47	\$26.00	\$17.66
3 Years with Firm	\$17.00	\$30.95	\$21.58

Some employers offer bonuses.

Hours: Employers report an average 39-hour workweek for full-timers. Many employers report an average 19-hour workweek for part-timers. Few employers report an average 18-hour workweek for seasonal workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	Few
Dental Insurance	Most	Few
Vision Insurance	Many	Few
Life Insurance	Many	Few
Sick Leave	Most	Some
Vacation	Almost All	Some
Retirement Plan	Many	Some
Child Care	Few	None
Other	Few	Few

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995 - 2002

Size: Very Large (1995 employment 770)
Growth Rating: Slower than Average (15.6%)
Job Openings: 230
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	Few
Remain Stable	Most	Most
Grow	Some	Few

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. High School or Equivalent	Few
2. Associate Degree	Few
3. Bachelor Degree	Most

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Almost All
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Few
Technical or Vocational Training Required:	Some

ESSENTIAL JOB QUALIFICATIONS

Ability to: sit continuously for 2 or more hours; lift at least 10 lbs. repeatedly; read and follow directions; read and comprehend information quickly; work under pressure; work independently; pay attention to detail.

Skills in: analytical thinking, oral communication, interpersonal interaction and problem solving.

Knowledge of: word processing, spreadsheet and database.

Certificates and Licenses: Certified Public Accountant (CPA).

RECRUITMENT STRATEGIES

Newspaper Ads-Almost All
Employee Referrals, Private Employment Agencies-Many
In House Promotion or Transfer-Some
Business Referrals, Colleges/Universities, Internet,
School/Program Referrals, Trade Journals, Walk In
Applicants-Few

OTHER INFORMATION

GENDER

Male: 35% Female: 65%

PROMOTION

Most employers promote to management jobs.

MAJOR EMPLOYING INDUSTRIES

Accounting, Auditing and Bookkeeping
Fire, Marine, and Casualty Insurance
Local Government

AVAILABLE TRAINING

College of Marin
Dominican College
Marin Office of Education,
Regional Occupational Program (ROP)
Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

BILL AND ACCOUNT COLLECTORS

16 Respondents Representing 27 Employees

OES Code: 535080

Alternate Titles: Accounts Receivable, Controller

DESCRIPTION

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. This survey does not include collectors of money from coin boxes.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$ 9.59	\$16.78	\$12.62
Experience	\$11.51	\$23.97	\$13.90
3 Years with Firm	\$12.95	\$27.81	\$16.78

Many employers offer bonuses. Few employers offer commissions.

Hours: Employers report an average 40-hour workweek or full-timers. Few employers report an average 21-hour workweek for part-timers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	Most
Dental Insurance	Most	Some
Vision Insurance	Many	None
Life Insurance	Most	Some
Sick Leave	Almost All	Most
Vacation	Almost All	Most
Retirement Plan	Some	Some
Child Care	None	None
Other	Many	Most

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Small (1995 employment 140)
Growth Rating: Faster Than Average (21.4%)
Job Openings: 40
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Moderately Difficult</i>
Inexperienced	<i>Moderately Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	All	Most
Grow	None	Some

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Few
2. High School or Equivalent	Many
3. Associate Degree	Some
4. Bachelor Degree	Few

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Many
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Some
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: meet deadlines; read and follow instructions.

Skills in: oral communication, persistence, telephone answering, negotiation, interpersonal interaction.

Knowledge of: word processing, spreadsheet, database.

RECRUITMENT STRATEGIES

Newspaper Ads-All
Employee Referrals; Private Employment Agencies-Many
In House Promotion or Transfer; Other -Some
Colleges/Universities; EDD; Internet; School/Program
Referrals; Trade Journals; Walk In Applicants-Few

OTHER INFORMATION

GENDER

Male: 30% Female: 70%

PROMOTION

Most employers promote to supervisor or manager.

MAJOR EMPLOYING INDUSTRIES

Adjustment and Collection Services
Business Credit Institutions
Computer Related Services

AVAILABLE TRAINING

Marin County Office of Education,
Regional Occupational Program (ROP)

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

CONSTRUCTION MANAGERS

15 Respondents Representing 49 Employees

OES CODE: 150170

Alternate Title: Project Managers

DESCRIPTION

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. This report does not include general managers of large contracting firms.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
(Non-Union)			
Experience	\$14.38	\$30.00	\$23.97
3 Years with Firm	\$21.10	\$35.00	\$26.19
(Union)			
Experience	\$14.38	\$30.92	\$30.00
3 Years with Firm	\$18.22	\$33.82	\$30.00

No companies hire inexperienced workers. Many employers offer bonuses.

Hours: Employers report an average 44-hour workweek. No employers report any part-time employees.

BENEFITS:	Full Time
Medical Insurance	All
Dental Insurance	Most
Vision Insurance	Some
Life Insurance	Many
Sick Leave	Most
Vacation	Almost All
Retirement Plan	Most
Child Care	Few
Other	Few

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Medium (1995 employment 250)
 Growth Rating: Much Faster than Average (40%)
 Job Openings: 140
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified *Very Difficult*
 Inexperienced *Employers do not hire*

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	None
Remain Stable	Most	Many
Grow	Some	Many

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. High School or Equivalent	Most
2. Associate Degree	Few
3. Bachelor Degree	Some

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	All
Other Occupational Experience Accepted:	Few
Training Acceptable in Lieu of Experience:	Few
Technical or Vocational Training Required:	Some

ESSENTIAL JOB QUALIFICATIONS

Ability to: understand construction terms, building codes and OSHA safety standards; work independently; write legibly; estimate costs and submit bids.

Skills in: oral communication and report writing.

Knowledge of: word processing, spreadsheet and data-base..

RECRUITMENT STRATEGIES

Employee Referrals-Most
 In House Promotion or Transfer, Newspaper Ads-Many
 Business Referrals, Trade Journals and Walk In Applicants-Some
 Colleges/Universities, Private Employment Agencies and Union Hall Referrals-Few

OTHER INFORMATION

GENDER

All Male

PROMOTION

Many employers promote to higher-level management jobs.

MAJOR EMPLOYING INDUSTRIES

Single-Family Housing Construction
 Nonresidential Construction
 Electrical Work

AVAILABLE TRAINING

College of Marin
 Dominican College
 Marin Office of Education,
 Regional Occupational Program (ROP)
 Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

COOKS-RESTAURANT

16 Respondents Representing 163 Employees

OES Code: 650260

Alternate Titles: Chefs; Line Cooks; Prep Cooks

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$ 5.75	\$ 9.00	\$ 8.00
Experience	\$ 7.00	\$10.50	\$ 9.00
3 Years with Firm	\$ 7.00	\$17.00	\$11.13

Some employers offer bonuses.

Hours: Employers report an average 39-hour workweek for full-timers. Many employers report an average 24-hour workweek for part-timers. Few employers report an average 10-hour workweek for temporary workers and an average 35-hour workweek for seasonal workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Most	None
Dental Insurance	Many	None
Vision Insurance	Some	None
Life Insurance	Some	None
Sick Leave	Many	None
Vacation	Almost All	None
Retirement Plan	Some	None
Child Care	None	None
Other	Few	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Very Large (1995 employment 660)
 Growth Rating: No Significant Change (9.1%)
 Job Openings: 210
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Very Difficult</i>
Inexperienced	<i>Moderately Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	None
Remain Stable	Most	Most
Grow	Few	Some

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Most
2. High School or Equivalent	Some

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Most
Other Occupational Experience Accepted:	Few
Training Acceptable in Lieu of Experience:	Most
Technical or Vocational Training Required:	Few

ESSENTIAL JOB QUALIFICATIONS

Ability to: work nights, weekends, and holidays; follow oral instructions; stand continuously for 2 or more hours; work under pressure.

Skills in: good grooming.

Knowledge of: word processing and spreadsheet (Few).

RECRUITMENT STRATEGIES

Employee Referrals-Almost All
 Newspaper Ads-Most
 Walk In Applicants-Many
 In House Promotion or Transfer-Some
 Colleges/Universities, EDD-Few

OTHER INFORMATION

GENDER

Male: 86% Female: 14%

PROMOTION

Almost all employers promote to higher rated jobs.

MAJOR EMPLOYING INDUSTRIES

Eating Places (Restaurants)

AVAILABLE TRAINING

Marin County Office of Education,
 Regional Occupational Program (ROP)

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

COST ESTIMATORS

15 Respondents Representing 37 Employees

OES CODE: 219020

Alternate Title: Project Managers

DESCRIPTION

Cost estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$20.00	\$28.00	\$24.00
Experience	\$ 5.75	\$30.00	\$19.18
3 Years with Firm	\$ 5.75	\$35.00	\$24.93

Few employers offer commissions and/or bonuses.

Hours: Employers report an average 42-hour workweek for full-timers. Few employers report an average 10-hour workweek for part-timers and 30-hour workweek for temporary workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	All	All
Dental Insurance	Almost All	All
Vision Insurance	Many	None
Life Insurance	Many	None
Sick Leave	Most	All
Vacation	Almost All	All
Retirement Plan	Most	All
Child Care	None	None
Other	Some	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Medium (1995 employment 170)
 Growth Rating: Much Faster than Average (35.3%)
 Job Openings: 80
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Most	Many
Grow	Some	Many

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Few
2. High School or Equivalent	Many
3. Associate Degree	Few
4. Bachelor Degree	Some

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Almost All
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Some
Technical or Vocational Training Required:	Many

ESSENTIAL JOB QUALIFICATIONS

Ability to: sit continuously for 2 or more hours; lift at least 10 lbs. repeatedly; pay attention to detail; use reference materials; read and follow instructions.

Skills in: business mathematics.

Knowledge of: word processing, spreadsheet, database, estimating software.

RECRUITMENT STRATEGIES

Employee Referrals, Newspaper Ads -Most
 In House Promotion or Transfer-Many
 Business Referrals, Trade Journals-Some
 Colleges/Universities; Internet; Private Employment
 Agencies; School, Program Referrals-Few

OTHER INFORMATION

GENDER

Male: 95% Female: 5%

PROMOTION

Most employers promote to higher level jobs.

MAJOR EMPLOYING INDUSTRIES

Single-Family Construction
 Plumbing, Heating, Air Conditioning
 Commercial Printing, Lithographic

AVAILABLE TRAINING

College of Marin
 Dominican College
 Marin Office of Education,
 Regional Occupational Program (ROP)

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

COUNTER AND RENTAL CLERKS

9 Respondents Representing 79 Employees

OES CODE: 490170

Alternate Title: Customer Service Representatives

DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
(Non-Union)			
No experience	\$ 5.75	\$10.00	\$ 7.50
Experience	\$ 5.75	\$13.00	\$ 7.50
3 Years with Firm	\$ 7.00	\$15.00	\$ 8.75
(Union)			
No experience	\$ 6.00	\$ 6.10	\$ 6.05
Experience	\$ 6.50	\$ 7.90	\$ 7.20
3 Years with Firm	\$ 7.90	\$ 7.90	\$ 7.90

Hours: Employers report an average 41-hour workweek for full-timers. Most employers report an average 21-hour workweek for part-timers. Few employers report an average 20-hour workweek for seasonal workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	All	None
Dental Insurance	Almost All	None
Vision Insurance	Many	None
Life Insurance	Many	None
Sick Leave	Many	None
Vacation	All	Few
Retirement Plan	Many	None
Child Care	None	None
Other	Few	Few

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Large (1995 employment 500)
 Growth Rating: Much Faster than Average (30%)
 Job Openings: 280
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Very Difficult</i>
Inexperienced	<i>Very Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Almost All	Some
Grow	Few	Most

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

- | | |
|------------------------------|------|
| 1. Less than High School | Many |
| 2. High School or Equivalent | Many |

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Few
Other Occupational Experience Accepted:	Most
Training Acceptable in Lieu of Experience:	None
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: read and follow instructions; work independently; write legibly.

Skills in: customer service, oral communication, basic mathematics.

Knowledge of: data entry.

RECRUITMENT STRATEGIES

Employee Referrals, Newspaper Ads, Walk In Applicants-Most
 In House Promotion or Transfer-Some
 Colleges/Universities, Other, Trade Journals-Few

OTHER INFORMATION

GENDER

Male: 56% Female: 44%

PROMOTION

Many employers promote to higher rated jobs, including supervision.

MAJOR EMPLOYING INDUSTRIES

Video Tape Rental
 Passenger Car Rental
 Dry cleaning Plants, except Rug

AVAILABLE TRAINING

Marin Office of Education,
 Regional Occupational Program (ROP).

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

ENGINEERING, MATHEMATICAL, AND NATURAL SCIENCES MANAGERS

15 Respondents Representing 152 Employees

OES CODE: 130170

Alternate Titles: Engineers; Principals

DESCRIPTION

Engineering, Mathematical, and Natural Sciences Managers plan, organize, direct or coordinate activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. These persons spend the greatest portion of their time in managerial work for which a background consistent with that described for engineers, mathematicians or natural scientists is required.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$10.00	\$12.95	\$11.93
Experience	\$11.99	\$36.64	\$21.58
3 Years with Firm	\$12.95	\$31.22	\$23.97

Most employers offer bonuses.

Hours: Employers report an average 43-hour workweek for full-timers. Few employers report an average 20-hour workweek for part-timers, an average 40-hour workweek for temporary workers and an average 30-hour workweek for seasonal workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	All
Dental Insurance	Most	None
Vision Insurance	Some	None
Life Insurance	Most	None
Sick Leave	Almost All	All
Vacation	Almost All	All
Retirement Plan	Almost All	All
Child Care	None	None
Other	Many	All

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995 - 2002

Size: Very Large (1995 employment 500)
Growth Rating: Much Faster than Average (32%)
Job Openings: 240
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Many	Some
Grow	Many	Most

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Few
2. High School or Equivalent	Few
3. Bachelor Degree	Almost All
4. Graduate Study	Few

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Most
Other Occupational Experience Accepted:	Few
Training Acceptable in Lieu of Experience:	Some
Technical or Vocational Training Required:	Many

ESSENTIAL JOB QUALIFICATIONS

Ability to: make rational decisions; manage time; organize and coordinate work and motivate others.

Skills in: leadership and communication; interpersonal interaction.

Knowledge of: word processing, spreadsheet, database, desktop publishing, AutoCAD.

Licenses: Professional Engineer (PE)

RECRUITMENT STRATEGIES

Employee Referrals, In House Promotion or Transfer,
Newspaper Ads-Many
Business/Industry Referrals, Colleges/Universities, Private
Employment Agencies, Walk In Applicants-Some
School/Program Referrals, Union Halls-Few

OTHER INFORMATION

GENDER

Male: 84% Female: 16%

PROMOTION

Almost all employers promote to higher management jobs.

MAJOR EMPLOYING INDUSTRIES

Prepackaged Software
Management Consulting Services
Engineering Services

AVAILABLE TRAINING

CADD Applications
College of Marin
Dominican College

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS- CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS

16 Respondents Representing 30 Employees

OES Code: 510020

Alternate Title: Office Managers

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$10.00	\$15.82	\$11.00
Experience	\$11.00	\$19.18	\$15.25
3 Years with Firm	\$12.00	\$23.97	\$18.11

Some employers offer bonuses. Few employers offer commissions.

Hours: Employers report an average 40-hour workweek for full-timers. Few employers report an average 21-hour workweek for part-timers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	All
Dental Insurance	Most	All
Vision Insurance	Some	All
Life Insurance	Some	Many
Sick Leave	Almost All	All
Vacation	All	All
Retirement Plan	Many	Many
Child Care	None	None
Other	Some	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995 - 2002

Size: Very Large (1995 employment 1,370)
Growth Rating: Average (18.2%)
Job Openings: 500
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Moderately Difficult</i>
Inexperienced	<i>Very Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	None
Remain Stable	Almost All	Almost All
Grow	None	Few

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. High School or Equivalent	Most
2. Associate Degree	Some
3. Bachelor Degree	Few

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Most
Other Occupational Experience Accepted:	Many
Training Acceptable in Lieu of Experience:	Some
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: meet deadlines; use time effectively; work under pressure; make decisions; plan and organize the work of others; work independently, as well as part of a team.

Skills in: organization, oral communication, interpersonal interaction, customer service, supervision.

Knowledge of: word processing, spreadsheet, database, desktop publishing, accounting.

RECRUITMENT STRATEGIES

Newspaper Ads-Almost All
Employee Referrals-Many
In House Promotion or Transfer, Internet, Private
Employment Agencies-Some
Colleges/Universities, Other, School, Program Referrals,
Trade Journals-Few

OTHER INFORMATION

GENDER

Male: 3% Female: 97%

PROMOTION

Most employers promote to higher rated management jobs.

MAJOR EMPLOYING INDUSTRIES

Fire, Marine and Casualty Insurance
Local Government
Eating Places (Restaurants)

AVAILABLE TRAINING

College of Marin
Marin Office of Education.
Regional Occupational Program (ROP)
Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS- SALES AND RELATED OCCUPATIONS

16 Respondents Representing 96 Employees

OES Code: 410020

Alternate Title: Sales Managers

DESCRIPTION

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$ 5.75	\$ 7.48	\$ 6.62
Experience	\$ 7.85	\$26.37	\$19.18
3 Years with Firm	\$10.00	\$32.60	\$20.62

Most employers offer bonuses. Some employers offer commission.

Hours: Employers report an average 42-hour workweek.

BENEFITS:	Full Time
Medical Insurance	All
Dental Insurance	Almost All
Vision Insurance	Many
Life Insurance	Most
Sick Leave	Almost All
Vacation	All
Retirement Plan	Most
Child Care	Few
Other	Many

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995 - 2002

Size: Very Large (1995 employment 1,660)
Growth Rating: Faster than Average (22.9%)
Job Openings: 600
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Moderately Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	Few
Remain Stable	Most	Many
Grow	Few	Many

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Few
2. High School or Equivalent	Many
3. Associate Degree	Few
4. Bachelor Degree	Some

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Almost All
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Few
Technical or Vocational Training Required:	Few

ESSENTIAL JOB QUALIFICATIONS

Ability to: work nights, weekends, and holidays; stand continuously for 2 or more hours; handle crisis situations; read and follow instructions; work independently.

Skills in: customer service, tactfulness, problem solving.

Knowledge of: word processing, spreadsheet, database, accounting and point of sale.

RECRUITMENT STRATEGIES

In House Promotion or Transfer-Almost All
Employee Referrals, Internet, Newspaper Ads, Private
Employment Agencies-Many
Walk In Applicants-Some
Business Referrals, Trade Journals-Few

OTHER INFORMATION

GENDER

Male: 34% Female: 66%

PROMOTION

Most employers promote to higher rated jobs.

MAJOR EMPLOYING INDUSTRIES

Grocery Stores
Family Clothing Stores
Lumber and Other Building Materials

AVAILABLE TRAINING

College of Marin
Dominican College
Marin Office of Education,
Regional Occupational Program

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

HELPERS-CARPENTERS AND RELATED

8 Respondents Representing 48 Employees

OES Code: 983120

Alternate Title: Laborers

DESCRIPTION

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. This survey does not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$ 8.00	\$14.00	\$10.00
Experience	\$ 9.00	\$20.88	\$11.00
3 Years with Firm	\$11.00	\$18.00	\$16.00

Some employers offer bonuses.

Hours: Employers report an average 39-hour workweek for full-timers. Few employers report an average 20-hour workweek for both part-time and temporary workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	None
Dental Insurance	Many	None
Vision Insurance	Some	None
Life Insurance	Few	None
Sick Leave	None	None
Vacation	Many	None
Retirement Plan	Some	None
Child Care	None	None
Other	Few	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Medium (1995 employment 180)
 Growth Rating: Much Faster than Average (33.3%)
 Job Openings: 100
 Average for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	None
Remain Stable	Many	Many
Grow	Some	Many

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Most
2. High School or Equivalent	Some

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Some
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Most
Technical or Vocational Training Required:	Few

ESSENTIAL JOB QUALIFICATIONS

Ability to: implement safe work practices; follow oral instructions; tolerate noise and dust; work independently; use and read a tape measure; read and follow instructions; use hand tools; lift at least 50 lbs. repeatedly; work with close supervision; write legibly.

Skills in: basic mathematics.

Knowledge of: carpentry tools.

Licenses: Class C driver's license.

RECRUITMENT STRATEGIES

Employee Referrals, Newspaper Ads-Most
 Business Referrals-Some
 Employment Development Department, In House
 Promotion or Transfer, Private Employment Agencies,
 School/Program Referrals, Walk In Applicants-Few.

OTHER INFORMATION

GENDER

All Male

PROMOTION

Almost All employers promote to apprentice or lead carpenters.

MAJOR EMPLOYING INDUSTRIES

Single-Family Housing Construction
 Residential Construction
 Nonresidential Construction

AVAILABLE TRAINING

Marin Office of Education,
 Regional Occupational Program
 Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

ORDER CLERKS-MATERIALS, MERCHANDISE, AND SERVICE

15 Respondents Representing 65 Employees

OES Code: 553230

Alternate Title: Shipping Clerks

DESCRIPTION

Order Clerks receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates, and delays, preparing contracts, and handling complaints. This survey does not include workers who dispatch, as well as take orders for services.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$ 5.75	\$14.38	\$ 9.61
Experience	\$ 7.00	\$14.38	\$12.00
3 Years with Firm	\$ 8.00	\$16.78	\$12.50

Some employers offer bonuses.

Hours: Employer report a 40-hour workweek for full-timers. Some employers report an average 22-hour workweek for part-timers. Few employers report a 20-hour workweek for temporary workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	Some
Dental Insurance	Almost All	Some
Vision Insurance	Many	Some
Life Insurance	Many	Some
Sick Leave	Most	None
Vacation	All	None
Retirement Plan	Many	Most
Child Care	None	None
Other	Many	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Medium (1995 employment 260)
Growth Rating: Average (19.2%)
Job Openings: 90
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Moderately Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Most	Almost All
Grow	Some	Few

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Most
2. High School or Equivalent	Some

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Some
Other Occupational Experience Accepted:	Many
Training Acceptable in Lieu of Experience:	Few
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: accurately record and report information; process orders for products or services; read and follow instructions; work independently.

Skills in: oral communication, customer service, telephone answering.

Knowledge of: word processing, spreadsheet, database.

RECRUITMENT STRATEGIES

Newspaper Ads-Almost All
Employee Referrals-Most
In House Promotion or Transfer-Many
Private Employment Agencies, Walk in Applicants-Some
Business Referrals, Colleges/Universities, Internet,
School/Program Referrals-Few

OTHER INFORMATION

GENDER

Male: 69% Female: 31%

PROMOTION

Almost All employers promote to higher rated jobs.

MAJOR EMPLOYING INDUSTRIES

Catalog and Mail Order Stores
Services Allied to Motion Pictures
Miscellaneous Publishing

AVAILABLE TRAINING

Marin County Office of Education,
Regional Occupational Program (ROP)

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

15 Respondents Representing 17 Employees

OES Code: 130050

Alternate Title: Human Resources Managers

DESCRIPTION

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training, or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$17.26	\$19.18	\$18.22
Experience	\$10.00	\$24.93	\$17.05
3 Years with Firm	\$11.51	\$27.33	\$19.18

Most employers offer bonuses.

Hours: Employers report an average 43-hour workweek for full-timers. Few employers report an average 30-hour workweek for part-timers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	All
Dental Insurance	Most	All
Vision Insurance	Many	All
Life Insurance	Most	All
Sick Leave	Almost All	All
Vacation	Almost All	All
Retirement Plan	Some	Few
Child Care	Few	None
Other	Most	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Medium (1995 employment 180)
Growth Rating: Faster than Average (22.2%)
Job Openings: 70
Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Moderately Difficult</i>
Inexperienced	<i>Moderately Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Almost All	Almost All
Grow	Few	Some

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Few
2. High School or Equivalent	Few
3. Associate Degree	Some
4. Bachelor Degree	Most

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Most
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Few
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: work independently; motivate others; work under pressure; write effectively; interview others for information.

Skills in: interpersonal interaction, oral communication, problem solving, public contact, negotiations.

Knowledge of: word processing, spreadsheet, database, internet.

RECRUITMENT STRATEGIES

Newspaper Ads-Almost All
Private Employment Agencies-Most
In House Promotion or Transfer; Internet-Many
Employee Referrals-Some
Colleges/Universities, Other, Walk In Applicants-Few

OTHER INFORMATION

GENDER

Male: 12% Female: 88%

PROMOTION

Many employers do not promote.

MAJOR EMPLOYING INDUSTRIES

Employment Agencies
Computer Integrated Systems Design
Local Government

AVAILABLE TRAINING

College of Marin
Dominican College
Marin County Office of Education,
Regional Occupational Program (ROP)
Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

PURCHASING MANAGERS

11 Respondents Representing 26 Employees

OES Code: 130080

Alternate Title: None

DESCRIPTION

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. This survey may include wholesale or retail trade merchandising managers.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$19.18	\$19.18	\$19.18
Experience	\$13.00	\$19.18	\$17.26
3 Years with Firm	\$13.42	\$24.93	\$19.18

Many employers offer bonuses.

Hours: Employers report an average 42-hour workweek for full-timers. Few employers report an average 10-hour workweek for part-timers.

BENEFITS:	Full Time	Part Time
Medical Insurance	All	None
Dental Insurance	All	None
Vision Insurance	Many	None
Life Insurance	Almost All	None
Sick Leave	Most	None
Vacation	Almost All	None
Retirement Plan	Some	None
Child Care	None	None
Other	Most	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Medium (1995 employment 260)
 Growth Rating: No Significant Change (7.7%)
 Job Openings: 60
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Almost All	Most
Grow	Few	Some

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Many
2. High School or Equivalent	Some
3. Associate Degree	Few
3. Bachelor Degree	Few

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Almost All
Other Occupational Experience Accepted:	Many
Training Acceptable in Lieu of Experience:	Few
Technical or Vocational Training Required:	Few

ESSENTIAL JOB QUALIFICATIONS

Ability to: work independently; follow purchasing procedures; work under pressure; manage unexpected situations or circumstances and an activity or department.

Skills in: oral communication, problem solving.

Knowledge of: word processing, spreadsheet, database, billing/purchasing software.

RECRUITMENT STRATEGIES

In House Promotion or Transfer, Newspaper Ads-Most
 Employee Referrals-Many
 Other, Private Employment Agencies-Some
 Employment Development Department-Few

OTHER INFORMATION

GENDER

Male: 77% Female: 23%

PROMOTION

Almost All employers promote to higher rated management jobs.

MAJOR EMPLOYING INDUSTRIES

Grocery Stores
 Miscellaneous Retail Stores
 Miscellaneous Apparel and Accessory Stores

AVAILABLE TRAINING

College of Marin
 Marin Office of Education,
 Regional Occupational Program (ROP)
 Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

SALES REPRESENTATIVES-EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL

8 Respondents Representing 82 Employees

OES Code: 490080

Alternate Title: None

DESCRIPTION

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales Representatives solicit orders from established clients or secure new customers.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$7.00	\$15.34	\$14.38
Experience	\$7.75	\$16.78	\$12.95
3 Years with Firm	\$8.63	\$17.90	\$14.15

Many employers offer bonuses and/or commissions.

Hours: Employers report an average 40-hour workweek for full-timers. Few employers report an average 20-hour workweek for part-timers.

BENEFITS:	Full Time	Part Time
Medical Insurance	All	None
Dental Insurance	Almost All	None
Vision Insurance	Few	None
Life Insurance	Many	None
Sick Leave	Almost All	All
Vacation	All	All
Retirement Plan	Most	All
Child Care	None	None
Other	Some	None

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Very large (1995 employment 1,020)
 Growth Rating: Slower than Average (14.7%)
 Job Openings: 340
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Moderately Difficult</i>
Inexperienced	<i>Very Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	None	Few
Remain Stable	Most	Some
Grow	Some	Many

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Few
2. High School or Equivalent	Many
3. Associate Degree	Some
4. Bachelors Degree	Few

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Some
Other Occupational Experience Accepted:	Many
Training Acceptable in Lieu of Experience:	Many
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: apply sales techniques; work independently; demonstrate knowledge of specific products; read and follow instructions; maintain good customer relations; maintain an appointment calendar.

Skills in: public contact, customer service, verbal presentation, basic mathematics, good grooming.

Knowledge of: word processing, spreadsheet, hand held computer.

RECRUITMENT STRATEGIES

Newspaper Ads-Most
 Business Referrals, Employee Referrals, In House
 Promotion or Transfer, Internet, Private Employment
 Agencies, Walk In Applicants-Some
 Colleges/Universities, Employment Development
 Department-Few

OTHER INFORMATION

GENDER

Male: 51% Female: 49%

PROMOTION

Most employers promote to management.

MAJOR EMPLOYING INDUSTRIES

Groceries and Related Products
 Non Durable Goods
 Repair Services

AVAILABLE TRAINING

College of Marin
 Dominican College
 Marin Office of Education,
 Regional Occupational Program (ROP)

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

TEACHERS, PRESCHOOL

15 Respondents Representing 173 Employees

OES Code: 313030

Alternate Titles: Directors, Head Teachers

DESCRIPTION

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. They may be required to hold State certification.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$7.00	\$10.00	\$ 9.00
Experience	\$8.50	\$14.00	\$10.00
3 years experience	\$9.50	\$15.00	\$12.00

Many employers offer bonuses.

Hours: Employers report an average 37-hour workweek for full-timers. Most employers report an average 25-hour workweek for part-timers. Many employers report an average 21-hour workweek for temporary workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	Most
Dental Insurance	Many	Many
Vision Insurance	Some	Few
Life Insurance	Some	Few
Sick Leave	All	Almost All
Vacation	Almost All	Most
Retirement Plan	Many	Some
Child Care	Many	Many
Other	Some	Most

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST

Size: Very Large (1995 employment 790)
 Growth Rating: Slower than Average (12.7%)
 Job Openings: 200
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Decline	Few	None
Remain Stable	Many	Almost All
Grow	Many	Some

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. High School or Equivalent	Many
2. Associate Degree	Many

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Some
Other Occupational Experience Accepted:	Some
Training Acceptable in Lieu of Experience:	Almost All
Technical or Vocational Training Required:	Most

ESSENTIAL JOB QUALIFICATIONS

Ability to: exercise patience; possess a clean police record; apply teaching techniques; assess cognitive, language and motor skills; work under pressure and independently.

Skills in: classroom management, public contact, oral reading.

Knowledge of: early childhood development, word processing, spreadsheet, database, desktop publishing.

RECRUITMENT STRATEGIES

In House Promotion or Transfer,
 Newspaper Ads-Almost All
 Employee Referrals-Many
 Colleges/Universities, School/Program Referrals-Some
 Internet, Private Employment Agencies, Walk In Applicants-Few

OTHER INFORMATION

GENDER

Male: 5% Female: 95%

PROMOTION

Almost all employers promote to management jobs.

MAJOR EMPLOYING INDUSTRIES

Child Day Care Services
 Social Services
 Religious Organizations

AVAILABLE TRAINING

College of Marin
 Dominican College

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

TRUCK DRIVERS, LIGHT-INCLUDE DELIVERY & ROUTE WORKERS

12 Respondents Representing 59 Employees

OES Code: 971050

Alternate Title: Shuttle Drivers

DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This survey does not include workers whose duties include sales.

WAGES/BENEFITS

WAGES: (hourly)	Low	High	Median
No experience	\$ 8.00	\$12.00	\$ 8.50
Experience	\$ 9.50	\$19.18	\$10.00
3 Years with Firm	\$10.00	\$20.14	\$13.50

Hours: Employers report a uniform 40-hour workweek for full-timers. No employers report any part-time employees. Few employers report an average 40-hour workweek for temporary and seasonal workers.

BENEFITS:

	Full Time
Medical Insurance	All
Dental Insurance	Almost All
Vision Insurance	Almost All
Life Insurance	Many
Sick Leave	Most
Vacation	All
Retirement Plan	Most
Child Care	Few
Other	Some

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Very Large (1995 employment 920)
 Growth Rating: Much Faster than Average (34.8%)
 Job Openings: 440
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	Very Difficult
Inexperienced	Very Difficult

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Most	Many
Grow	Some	Some

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Many
2. High School or Equivalent	Many

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Many
Other Occupational Experience Accepted:	Few
Training Acceptable in Lieu of Experience:	Some
Technical or Vocational Training Required:	Few

ESSENTIAL JOB QUALIFICATIONS

Ability to: follow oral instructions; possess a good driving record; read and follow instructions; be bonded; work independently; sit continuously for 2 or more hours.

Skills in: customer service, oral communication.

Knowledge of: word processing.

Licenses: Class C driver's license.

RECRUITMENT STRATEGIES

Employee Referrals, Newspaper Ads-Most
 In House Promotion or Transfer-Many
 Internet, Private Employment Agencies, Other, Trade Journals, Walk In Applicants-Few

OTHER INFORMATION

GENDER

Male: 98% Female: 2%

PROMOTION

Almost All employers promote to higher skilled jobs.

MAJOR EMPLOYING INDUSTRIES

Air Courier Services
 Services Allied to Motion Pictures
 Local Trucking without Storage

AVAILABLE TRAINING

Marin Office of Education,
 Regional Occupational Program (ROP)

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

WAITERS AND WAITRESSES

15 Respondents Representing 278 Employees

OES Code: 650080

Alternate Titles: Food Servers, Servers

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. This survey does not include workers who only work at counters.

WAGES/BENEFITS

WAGES:	Low	High	Median
No experience	\$5.75	\$ 6.00	\$ 5.75
Experience	\$5.75	\$10.00	\$ 5.75
3 Years with Firm	\$5.75	\$ 7.70	\$ 5.75

Employers report tip income for employees.

Hours: Employers report an average 35-hour workweek for full-timers. Most employers report an average 21-hour workweek for part-timers. Some employers report an average 8-hour workweek for temporary workers. Few employers report an average 28-hour workweek for seasonal workers.

BENEFITS:	Full Time	Part Time
Medical Insurance	Almost All	Some
Dental Insurance	Many	None
Vision Insurance	Some	Few
Life Insurance	Many	None
Sick Leave	Some	None
Vacation	Most	Some
Retirement Plan	Most	Few
Child Care	None	None
Other	Some	Few

EMPLOYMENT TRENDS/SIZE

OCCUPATIONAL FORECAST 1995-2002

Size: Very Large (1995 employment 1,920)
 Growth Rating: Slower than average (15.1%)
 Job Openings: 1000
 Average growth for all occupations in Marin County is 17.8%.

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

Fully Qualified	<i>Moderately Difficult</i>
Inexperienced	<i>Moderately Difficult</i>

OCCUPATIONAL EMPLOYMENT DURING:

	Last Year	Next 2 years
Remain Stable	Most	Many
Grow	Some	Many

TRAINING, EXPERIENCE & OTHER

MINIMUM EDUCATION REQUIRED; TRAINING

1. Less than High School	Many
2. High School or Equivalent	Many

EXPERIENCE AND OTHER REQUIREMENTS

Work Experience Required:	Many
Other Occupational Experience Accepted:	Few
Training Acceptable in Lieu of Experience:	Some
Technical or Vocational Training Required:	None

ESSENTIAL JOB QUALIFICATIONS

Ability to: work nights, weekends, and holidays and under pressure; follow oral instructions; stand continuously for 2 or more hours.

Skills in: interpersonal interaction, public contact, customer service, good grooming, oral communication.

Knowledge of: point of sale and/or ordering/billing software.

RECRUITMENT STRATEGIES

Employee Referrals, Newspaper Ads-Almost All
 Walk In Applicants-Most
 In House Promotion or Transfer-Some
 Other-Few

OTHER INFORMATION

GENDER

Male: 36% Female: 64%

PROMOTION

Almost All employers promote to higher rated jobs including management.

MAJOR EMPLOYING INDUSTRY

Eating Places (Restaurants)

AVAILABLE TRAINING

Marin Office of Education,
 Regional Occupational Program (ROP)
 Tamalpais Adult High School District

*Legend: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=Less Than 20%

TRAINING PROVIDERS:

The following list of Marin County training providers offer preparation for many of the occupations summarized in this report.

School

Areas of Study

CADD Applications

366 Bel Marin Keys Blvd., Ste. C
Novato, CA 94949
(415) 883-0352
FAX (415) 883-6214

Computer Assisted Design Drafting.

College of Marin, Kentfield Campus

835 College Avenue
Kentfield, CA 94994
(415) 457-8811
FAX (415) 456-7770

Business Administration; Business Office Systems; Communications; Computer Information Systems; English; Management; Mathematics.

Dominican College of San Rafael

50 Acacia Avenue
San Rafael, CA 94901
(415) 485-3204
FAX (415) 485-3205

Mathematics and Computer Science.

Marin County Office of Education, Regional Occupational Program

111 Las Gallinas Avenue
San Rafael, CA 94903
(415) 499-5860
FAX (415) 491-6622

Business and Marketing; Service Occupations.

Tamalpais Adult High School District

P.O. Box 605
Larkspur, CA 94777
(415) 945-3730
FAX (415) 945-3767

Business; Computers.

THE CCOIS QUESTIONNAIRE



Please return completed questionnaire to:
Marin Employment Connection - Zibyock
2955 Kerner Blvd, Ste D Phone (415) 446-4453
San Rafael, CA 94901 Fax (415) 446-4441

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 535080 BILL AND ACCOUNT COLLECTORS		
Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please complete this survey for the occupation described.		
If no, please return this questionnaire to the above address.		
If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation?	Number of Employees: _____	
b. In this occupation, how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		_____
vacancies resulting from people in permanent positions leaving your firm?		_____
new permanent positions resulting from growth?		_____
temporary, on call, or seasonal positions?		_____
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred	
If yes or preferred, how much experience in this occupation is required/preferred?	_____ (months)	
Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

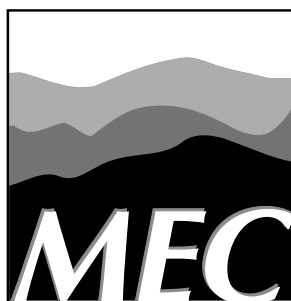
9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No (months)			
10. Is technical or vocational training required prior to employment in this occupation? If yes or preferred, what kind of training is required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred (months)			
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).					
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study					
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.			
• New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: (Please check one)	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____		
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:					
	<u>Employer Pays All</u> <u>Share Cost</u> <u>Employee Pays All</u> <u>Not Provided</u>				
	FT PT	FT PT	FT PT	FT PT	
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
b. What skills are important for career advancement?		_____			
16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Please check all that apply)					
Specify software names: <input type="checkbox"/> None					
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____					
17. What other new skills are needed to perform the duties of this occupation? _____					
18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?					
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____					
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Would you like to receive a complimentary copy of the survey results for this occupation?		<input type="checkbox"/> Yes <input type="checkbox"/> No			

THANK YOU FOR YOUR COOPERATION !

NOTES:

NOTES:

NOTES:



Marin Employment
C•O•N•N•E•C•T•I•O•N



Private Industry Council
of Marin County

